

APPENDIX A - TRAVEL PROCEDURE CHECKLIST - EMPLOYEE/STUDENT/ VOLUNTEER/TEAM/GROUP TRAVEL

FOR INTERNAL UNLV USE ONLY!

1) PRIOR TO TRAVEL

APPROVAL TO TRAVEL

- Verbal approval from supervisor (followed by the Travel Document (TD)); or
- Written approval (TD, memorandum, email) followed by the TD; or
- Approved Leave Request form.
- Volunteer is registered with Human Resources (<http://hr.unlv.edu/WorkersComp/VOLUNTEERPAGE.html>)

a) OBTAIN TRAVELER'S UNLV SPONSORED CORPORATE CARD OR OTHER CREDIT CARD (FOR RESERVING ACCOMMODATIONS OR RENTAL CAR)

b) PREPARATION FOR TRIP

Transportation:

- Air Travel
 - Flights scheduled with contracted travel agency (Appendices K and L)
- Personal Automobile (UNLV Travel Policy (IX)(B)(6))
- State Motor Pool Vehicle (UNLV Travel Policy (III)(B)(3))
- Rental Car (UNLV Travel Policy: in-state - (III)(B)(5) or out-of-state - (IV)(B)(5))
- Commercial Travel (bus, rail, ferry, etc.) (UNLV Travel Policy: in-state (III)(C)(2) or out-of-state (IV)(B)(2))

Registration:

- Payment Voucher; or Internet Registration

Lodging (see allowable lodging rates, (UNLV Travel Policy (III)(A)(1) or (IV)(A)(1))

- Make Reservations
 - Guarantee with credit card; Limited Purchase Order (or RX if over \$500.); or Internet Reservations

Travel Advances, if applicable (UNLV Travel Policy (IX)(A))

c) PREPARE SECTIONS I AND II of the TD (Appendix T)

2) WHILE TRAVELING

- a) Travel Itinerary Worksheet (TIW) (Sample Forms)
- b) Receipts – *keep all original receipts while traveling, including hosting expenses*
- c) Group or team per diem rosters

3) AFTER TRAVEL IS COMPLETED

- Prepare Section III of the TD. (Appendix T)
- Attach all original receipts (tape to 8 ½ X 11 sheet) and the TIW. (Appendix V and Sample Forms)

APPENDIX B - TRAVEL PROCEDURE CHECKLIST - INDEPENDENT CONTRACTOR (Not A Lecturer/Speaker)

FOR INTERNAL UNLV USE ONLY!

Reference: http://www.unlv.edu/Controller/Disbursements/Topics/ind_cont.html

1) PRIOR TO TRAVEL

NOTE: For your protection, do not purchase/make any arrangement for an independent contractor (IC) using personal funds.

a) APPROVAL TO TRAVEL

- Ask the IC if he/she is a US Citizen or Permanent Resident Alien. If the answer is "no," contact the UNLV Nonresident Alien Tax Specialist (NRAT) at 895-1143 **BEFORE** making any other arrangement with the person.
- Prepare an IC contract/agreement with all exhibits. The contract shall be for an amount that is inclusive of the fee and any and all costs associated with the contract/project. The contracting department shall refrain from providing any goods or services for the IC that should be provided by the IC and are inherent in the scope of work. The entire contracted amount will normally be paid in full after the successful completion of the project.
- Mail or fax a copy of the IC contract and a blank IRS Form W-9 (Appendix Z) to the IC for signature. A faxed signed copy of the contract and the completed W-9 are acceptable.

b) PREPARATION FOR TRIP

Transportation:

- The IC may make and guarantee his/her own reservations; or, they may be prepaid by the department. Coach airfare will be used unless an exception is pre-approved in writing by the President, Provost, Vice President, Dean or Director. The IC may not use the State of Nevada Rental Car contract.

Lodging:

- The IC needs to make and guarantee his/her own reservations, or they may be prepaid by the department. The maximum rates allowed for Independent Contractors is \$150/night, including any taxes (Sun-Thurs); and \$175/night, including any taxes (Fri-Sat). These rates may be exceeded on a case-by-case basis, with proper justification (e.g. COMDEX dates, NFR dates, etc.) and only with the prior written approval of the President, Provost, Vice President, Dean or the Director of ICA. No per diem is allowed. Reimbursement up to the above dollar limits will only be made when an original receipt is submitted.

Meals:

- The IC is responsible for his/her own meals and will be reimbursed upon presentation of original receipts not to exceed \$10.00 (Breakfast); \$15.00 (Lunch); and \$20.00 (Dinner). If the IC hosts a meal, the reimbursement for the hosted meal is limited to the applicable dollar amount for the meal. No per diem is allowed. Reimbursement up to the above dollar limits will only be made when an original receipt is submitted.

Other Expenses:

- Other expenses not enumerated above (telephone calls, copy expense, room rental, postage, etc.) are not reimbursable to the contractor. These expenses should be considered in the fee negotiated and paid the contractor.

2) DURING THE CONTRACTED SERVICE

- The IC needs to submit original receipts for the above expenses incurred during the project/contract. All other costs should have been included in the fee agreed on by both parties.

3) AFTER SUCCESSFUL COMPLETION OF THE CONTRACTED SERVICE

- Verify the contractor is promptly paid the fee based on the contract and cited in Exhibit B of the contract.
- IC must present original receipts to be reimbursed for the above expenses. Submit a Payment Voucher with original receipts attached. Reference the contract number.

APPENDIX C - TRAVEL PROCEDURE CHECKLIST - LECTURER/SPEAKER

FOR INTERNAL UNLV USE ONLY!

Reference: http://www.unlv.edu/Controller/Disbursements/Topics/ind_cont.html

1) PRIOR TO TRAVEL

NOTE: For your protection, do not purchase/make any arrangement for a lecturer/speaker using personal funds. Reference the ISP# on all documents (LPOs and PVs) relating to the speaker's expense

a) APPROVAL TO TRAVEL

- Ask the lecturer/speaker if he/she is a US Citizen or Permanent Resident Alien. If the answer is "no," contact the UNLV Nonresident Alien Tax Specialist (NRAT) at 895-1143 **BEFORE** making any other arrangement with the person.
- Prepare an Independent Contractor (IC) Contract/agreement with all exhibits. The IC contract should be for an amount that is inclusive of the fee and estimated expenses (transportation, lodging, etc.,) associated with the lecturer/speaker's visit unless prepaid by the department as noted below. The contracted fee on Exhibit B will normally be paid after the successful completion of the speaking engagement.
- Mail or fax a copy of the IC contract and a blank IRS Form W-9 (Appendix Z) to the lecturer/speaker for signature. A faxed signed copy of the IC contract and the completed W-9 are acceptable.

b) PREPARATION FOR TRIP

I) Transportation:

- The lecturer/speaker may make and guarantee his/her own airline reservations or they can be arranged by the department using a Limited Purchase Order through one of the UNLV-contracted travel agencies. If the lecturer/speaker makes the arrangement, this cost should be included in the estimated expenses. All other transportation costs (personal auto, rental car, bus, shuttle, etc.) also need to be included in the expenses for the project. The lecturer/speaker may **not** use the State of Nevada Rental Car contract.

II) Lodging:

- The lecturer/speaker may make and guarantee his/her own lodging accommodations or they can be arranged by the department using a Limited Purchase Order. If the lecturer/speaker makes the arrangement, this cost should be included in the estimated expenses for the project. The maximum rates allowed for Independent Contractors is \$150/night, including any taxes (Sun-Thurs); and \$175/night, including any taxes (Fri-Sat). These rates may be exceeded on a case-by-case basis, with proper justification (e.g. COMDEX dates, NFR dates, etc.) and only with the prior written approval of the President, Provost, Vice President, Dean or the Director of ICA. No per diem is allowed. Reimbursement up to the above dollar limits will only be made when an original receipt is submitted.

III) Meals:

- The lecturer/speaker is responsible for his/her own meals and will be reimbursed upon presentation of original receipts not to exceed \$10.00 (Breakfast); \$15.00 (Lunch); and \$20.00 (Dinner). If the IC hosts a meal, the reimbursement for the hosted meal is limited to the applicable dollar amount for the meal. No per diem is allowed. Reimbursement up to the above dollar limits will only be made when an original receipt is submitted.

IV) Other Expenses:

- Other expenses not enumerated above (telephone calls, copy expense, room rental, postage, etc.) are not reimbursable to the contractor. These expenses should be considered in the fee negotiated and paid the contractor.**

2) DURING THE CONTRACTED SERVICE

- IC needs to submit original receipts for the above expenses incurred during the project/contract. All other costs should have been included in the fee agreed on by both parties.

3) AFTER SUCCESSFUL COMPLETION OF THE CONTRACTED SERVICE

- Verify the lecturer/speaker is promptly paid.
- IC must present original receipts to be reimbursed for the above expenses. Submit a Payment Voucher with the original receipts attached. Reference the contract number.

APPENDIX D - SAMPLE LETTER/EMAIL TO A LECTURER/SPEAKER

Subject: Your Presentation/Seminar at UNLV

Dr. _____:

I am the _____ in the _____ Department/College. I am the person who will process the paperwork to pay/reimburse you for your expenses in conjunction with your presentation on _____.

In preparation to do this, I will need some information. Please enter the information in the space provided and send it to me via (a reply email or a fax to (702) 895-XXXX). The information I need to proceed is:

1. Are you a US Citizen or Permanent Resident Alien?_____ If the answer is "no," you must contact the UNLV Nonresident Alien Tax Specialist (NRAT) at (702) 895-1143 as soon as possible before making any travel arrangements.
2. Your full (legal) name:
3. Your home address:
4. Your phone number and fax number:

Once I receive this information from you I will send you an IRS Form W-9. Please complete it and return it to me by fax or mail as soon as possible.

After receipt of this documentation a contract will be sent/faxed to you for your review and signature.

Please inform me immediately of any special accommodation needs you may require while on the UNLV campus.

UNLV will pay you a fee and will reimburse you for only the following expenses:

Airfare: Single round-trip coach airfare to and from the work location, if necessary.

Lodging: The maximum rates allowed for Independent Contractors is \$150/night, including any taxes (Sun-Thurs); and \$175/night, including any taxes (Fri-Sat). These rates may be exceeded on a case-by-case basis, with proper justification (e.g. COMDEX dates, NFR dates, etc.) and only with the prior written approval of the President, Provost, Vice President, Dean or the Director of ICA. These rates are inclusive of all taxes.

Meals: Meals will be reimbursed upon presentation of original receipts not to exceed \$10.0 (Breakfast); \$15.00 (Lunch); and \$20.00 (Dinner). If the Independent Contractor hosts a meal, the reimbursement for the hosted meal is limited to the applicable dollar amount for the meal.

Car Rental: Not to exceed \$60.00 per day, including all taxes, insurance, etc., if necessary.

All other expenses incurred during the performance of the contract are the responsibility of the contractor. You will need to make your own travel arrangements (airfare, lodging, shuttle/taxi, etc.) unless other arrangements are made. The fee is subject to 1099-MISC reporting to the IRS.

Thank you for your time. Should you have any questions, please call me at (702) 895-XXXX.

Sincerely,

(Name)

(Title)

Department name)

Box 45XXXX

4505 Maryland Parkway

Las Vegas, NV 89154-XXXX

(702) 895-XXXX

Fax: (702) 895-XXXX

Email:

APPENDIX E - TRAVEL PROCEDURE CHECKLIST - CANDIDATES

FOR INTERNAL UNLV USE ONLY!

Reference: UNLV Travel Policy (II) and (V)

NOTE: For your protection, do not purchase/make any arrangement for a candidate using personal funds.

1) PRIOR TO THE VISIT

- Send the candidate the letter/email (Appendix F) **and** the Candidate Fact Sheet (Appendix G).
- Does UNLV need to assist with visa status for the interview? If so, contact the International Student and Scholar Office at 895-0143.
- Are there any circumstances/requests that require higher approvals (extended stay, rental car, weekend stay, special accommodations)? If so, get these now!
- If special accommodation is requested, please contact ADA Compliance Office at 895-1879.*
- Determine account(s) to be charged.
- Reference Position # or Search# on all purchasing documents or documents requesting payment/reimbursement.
- Determine travel needs:
 - Transportation:
Candidates may arrange and pay for their own transportation and submit receipts for reimbursement or, under unusual circumstances, UNLV can prepay airfare if necessary via LPO/PO.
 - Lodging (Appendices M and O)
 1. It is recommended that the department arrange for lodging at non-gaming properties.
 2. Prepare LPO/RX/PO for lodging. Unless previously approved for incidental expenses, LPO/RX must state: "For Room and Tax ONLY. Guest is responsible for all other expenses."
 3. The candidate may make his/her own arrangement, **with departmental approval**, for lodging and be reimbursed.
 - Meals
Meals may be reimbursed as travel per diem. However, most candidates are hosted by UNLV during their visit.
 - Other
The candidate must arrange and pay for his or her own rental car if previously approved. They may **not** use a State of Nevada Rental Car contract. (UNLV Travel Policy (V)(D)(1)(f))

2) DURING THE VISIT

- Begin completion of Travel Itinerary Worksheet (TIW). (Sample Forms)
- Collect original receipts.
- If the reimbursement includes expenses that do not meet the criteria of an "accountable plan" (e.g. no receipts, paying for spousal travel, etc.) please call the Assistant Director of Disbursements at 895-1143. Additional forms may be needed.

3) AFTER THE VISIT

- The candidate needs to mail any additional original receipts (including airline ticket & itinerary) obtained after leaving UNLV.
- Prepare a PV with the Vendor Code reference "Candidate" and attach original receipts.

APPENDIX F - SAMPLE LETTER/EMAIL TO A CANDIDATE

Subject: Your Interview Visit to UNLV

Dr. _____ :

I would like to take a minute to introduce myself.

I am the _____ in the _____ Department/College. I will be the recruiting coordinator for your visit and interview with the _____ Department at the University of Nevada, Las Vegas. I am the one who will process the paperwork to reimburse you for your expenses in conjunction with this interview.

In preparation to do this, I will need some information. Please enter the information in the space provided and send it to me via (a reply email or a fax to (702) 895-XXXX).

The information I need to proceed is:

1. Your full (legal) name:
2. Your address (this must be different from your place of work):
3. Your work phone and fax number:

Please inform me immediately of any special accommodation needs you may require during the interview process.

UNLV will, of course, reimburse you for qualified expenses. I will fax a copy of the UNLV Candidate Fact Sheet that explains what are and what are not reimbursable expenses. It is very important that you provide me the **original** paid receipts for your expenses - not a copy of these receipts. Without the original receipt, UNLV may be unable to reimburse you for that expense.

I will coordinate your lodging directly with you. UNLV prefers to use non-gaming properties. A purchase order will be issued reserving a room in your name once the lodging property is selected for the dates necessary to conduct the interview. I will email you with the details. If there is any change in the dates, please let me know immediately.

Thank you for your time. I hope you enjoy your visit with us. Should you have any questions, please call me at (702) 895-XXXX.

Sincerely,

(Name)

(Title)

Department name)

Box 45XXXX

4505 Maryland Parkway

Las Vegas, NV 89154-XXXX

(702) 895-XXXX

Fax: (702) 895-XXXX

Email:

APPENDIX G - CANDIDATE FACT SHEET

THIS FACT SHEET SHOULD BE SENT TO THE CANDIDATE.

Prior to making any travel arrangements provide the department representative your citizenship status.

GENERAL

You may be reimbursed for travel, lodging, and per diem expenses after your visit, and only upon presentation of original paid receipts.

Reimbursement may be made for:

- Airfare (requires passenger receipt coupon plus itinerary invoice or for ticketless air travel, the confirmation/itinerary receipt).
- Lodging (requires detailed hotel bill showing a zero dollar balance and your method of payment).
- Public ground transportation (i.e., taxi, shuttle, and limousine service) to the airport.
- Parking charges at the departure airport.
- Personal vehicle mileage at 37.5 cents per mile or the rate set by the Board of Examiners.
- Unreceipted baggage handling (not to exceed \$15.00 per handling)

Reimbursement may not be made for:

- Tips or gratuities
- Room service
- Personal phone charges (non-UNLV business related)
- Personal incidentals
- In-flight meals

It is your responsibility to inform the department representative at least three working days prior to your arrival of any special accommodation needs you may require during the interview process.

LODGING:

You will need to coordinate with the department representative.

MEALS

UNLV will reimburse you meal per diem when in a travel status (no receipt is required) as follows:

	<u>Amount</u>	<u>Meal Time Frames</u>
Breakfast:	\$5.50	12:01 a.m. - 10:00 a.m.
Lunch:	\$6.50	10:01 a.m. - 3:00 p.m.
Dinner:	\$14.00	3:01 p.m. - Midnight

You will not receive per diem for UNLV hosted meals.

REIMBURSEMENT

To obtain reimbursement for expenses other than meals, you must **submit original expense receipts.**

1099-MISC/W-2 Reportable Income – there may be tax consequences associated with your reimbursement when there are unusual circumstances. You should explore these with a qualified tax specialist.

NOTICE: Only interested candidates should accept an invitation to interview. Should a candidate decline a letter of offer, UNLV may opt not to reimburse the candidate for interview expenses (Nevada State Administrative Manual, Section 0256.0).

APPENDIX H - TRAVEL PROCEDURE CHECKLIST - GUEST/VISITOR (UNPAID)

FOR INTERNAL UNLV USE ONLY!

Reference: UNLV Travel Policy (II) and (VII)

NOTE: For your protection, UNLV employees or students should not purchase/make any arrangement for a guest or visitor using personal funds.

- Obtain written approval from President, Provost, or appropriate Vice President to invite the guest or visitor and a commitment to pay some or all of the expenses.
- Ask the guest or visitor if he/she is a US citizen or Permanent Resident Alien. If the answer is "no," contact the UNLV Nonresident Alien Tax Specialist (NRAT) at 895-1143 **BEFORE** making any other arrangements with the guest or visitor.
- Determine if the unpaid guest/visitor is being reimbursed for any expenses. If the answer is "yes," proceed by sending an IRS Form W-9 (Appendix Z) to the guest or visitor if he/she is a US citizen or Permanent Resident.
- Determine account to be charged for expenses if applicable.
- An unpaid Guest/Visitor is not subject to the per diem limitations like employees, students, volunteers, and candidates and, unlike independent contractors, there are no maximum amounts. An unpaid Guest/Visitor may be reimbursed actual expenses for lodging, meals, and transportation only when original paid receipts have been submitted. If original receipts are not used, the amount paid will be 1099 tax-reportable. A copy of the correspondence that approved the visit (by the President, Provost, or Vice President) and a completed IRS Form W-9 needs to accompany the Payment Voucher and the receipts.
- Expenses for an unpaid guest/visitor are to be paid from a designated Host account. Use Object and Sub-Object Code "30 H5".
- Purchase orders submitted to prepay lodging or other expenses of an unpaid guest or visitor need to have a copy of the correspondence attached that approves the visit.

APPENDIX I - UNIVERSITY SPONSORED CORPORATE CREDIT CARD

Diners Club Corporate Card

A no fee corporate card is available to current full-time employees (including emeritus status) to pay for expenses incurred when traveling on UNLV business. The card reduces the need for the traveler to carry large amounts of cash or traveler's checks and is the principal means for an employee to receive an individual cash advance. (UNLV Travel Policy (IX)) Presently, the amount for a cash advance may not exceed \$150.00 at a time, or \$300.00 within a 7-day period. The fee for cash advance is \$4.00 and may be claimed and reimbursed on your travel claim after the trip is completed. If an exception is needed for a particular trip or project, please contact the Director of Disbursements at x3439.

Eligibility and Application

All full-time UNLV employees are eligible to apply for a corporate card. Applications are available from either Human Resources or Disbursements. An application form for the corporate card is included with this appendix. Once completed, submit the application to Human Resources (MS 1026). Applications are approved/disapproved by Diners Club. Applications are subject to a credit check by Diners Club.

Corporate Cardholder Responsibilities

The corporate card is offered primarily to charge UNLV business-related travel and expenses. Employees are responsible and personally liable for all charges to their corporate card account in accordance with the agreement between the card company and the employee. UNLV is not liable to the card companies for charges to an individual's account.

Employees must pay each monthly statement in accordance with the terms of their contract with the card company. Revolving credit terms are not allowed for the corporate card. Any amount outstanding by the next billing statement is considered delinquent and may be assessed a delinquency, late, or finance charge. UNLV will not reimburse an employee for these charges.

Termination

The corporate card is valid only while the cardholder is employed by UNLV. The corporate card must be surrendered to the UNLV Travel Office upon termination of employment.

Reporting Lost or Stolen Cards/Emergency Replacement

A lost or stolen corporate card must be reported as soon as the traveler discovers it is missing. Data on stolen charge or credit cards indicates that unauthorized use of stolen cards is greatest in the first few hours after the theft. To report a lost/stolen card and/or request an emergency replacement card, call Diners Club at 1-800-234-6377.

**For Organization's Travel Manager Use:
 Summary Account #**

Diners Club Corporate Card Enrollment (Applicant Information)

*First Name	Middle	*Last	University of Nevada, Las Vegas
*Home Address (No P.O. Box)			Company Name
*Home Address – 2 nd Line (No P.O. Box)			Position/Title
*City			() - () -
*State			*Business Telephone
*Zip			Home Telephone
Billing Address (If different than above)			- - / /
Billing Address – 2 nd Line			*Social Security Number
City			*Date of Birth
State			Mother's Maiden Name
Zip			E-Mail Address
* Application cannot be processed without required information			
To designate another person to manage your Account, indicate below.			
Name		Relationship	
Applicant's Diners Club Experience			
If present or former Cardmember, please give			
Account Number:			
If Applicant never has been a Cardmember, <input type="checkbox"/>			
Please check here:			

Club Rewards Enrollment (Optional)

Yes! I want to earn Club Rewards points whenever I charge to my Diners Club Corporate Card. Club Rewards points can be redeemed for miles on any airline, merchandise, and much more. I understand that the \$75 annual Club Rewards fee includes a no-fee Diners Club Personal Card, if I qualify. This will allow me to maximize my Club Rewards points through personal charges in addition to the points I will earn with my Diners Club Corporate Card.

- Enroll me in Club Rewards and send me a no-fee Personal Billing Statements will be sent to the home address listed above.
 Diners Club Charge Card upon approval.
- Enroll me in Club Rewards only. Print your full name as you want it on the new Personal Card.

Club Cash Enrollment (Optional)

You may enroll in the Club Cash Program with the approval of your Organization. With a Club Cash Account, cash for business expenses is as close as the nearest Automated Teller Machine (ATM). All you need is your Diners Club Corporate Card and your Personal Identification Number (PIN) to access cash at ATMs worldwide, 24 hours a day, seven days a week.

- By checking this box, I ask to be enrolled in the Club Cash Program.

Diners Club will choose your PIN and mail it to you. Upon receipt of your assigned PIN, if you would prefer to replace it with a PIN of your choice, call Diners Club Customer Service at 1-800-2-DINERS.

Applicant Signature

Applicant requests that he/she be issued a Diners Club Corporate Card and authorizes his/her Organization and Citibank USA, N.A., its service provider Citicorp Diners Club Inc. and their affiliates (collectively Diners Club) to exchange information concerning the Applicant, including whether a Diners Club Corporate Card was issued. Applicant authorizes Diners Club to obtain credit information concerning Applicant and to verify Applicant's identity. In consideration of the issuance to and use of the Diners Club Corporate Card by Applicant, the Applicant agrees to assume liability in accordance with the applicable Diners Club Corporate Card Program Card Account Agreement for all charges incurred by use of the Diners Club Corporate Card issued to Applicant. Information about Applicant and Applicant's Corporate Card account may also be transferred by Diners Club confidentially and internationally within Diners Club International and Diners Club franchisees.

If Applicant has requested a Personal Diners Club Charge Card, Applicant has read and agreed to the Terms and Conditions on this form.

Federal Law requires Diners Club to obtain, verify, and record information that identifies each person who opens an account, in order to help the government fight the funding of terrorism and money laundering activities. To process the application, Diners Club must have Applicant's name, street address, date of birth, social security number and other identifying information, and Diners Club may ask for identifying documents from Applicant as well.

Applicant Signature (required if form is printed) _____ Date _____
 X / /

Your signature on this Application Form or transmittal to your Travel Manager or Diners Club via electronic mail indicates that you have read this Application and agree to its terms.

Organization Information and Authorization (to be completed by Disbursements)

University of Nevada, Las Vegas
 Name of Organization Requesting Card Issuance

4505 South Maryland Parkway Box 451053
 Address of Organization

Las Vegas Nevada 89154-1053
 City State Zip

Cardmembers will be assigned a daily and weekly cash advance limit in accordance with your Organization's agreement with Diners Club. If different limits are desired for this Applicant, please indicate this to the right. Diners Club must approve exception limits.

			Daily Limit	Weekly Limit
Field 1	Field 2	Field 3	Field 4	Field 5

Management Authorization Name(s) and Title(s) _____
 X / /
 Authorization Signature(s) (required if form is printed) _____ Date (for Diners Club use only) _____ Processed By (for Diners Club use only) _____

Corporate Card System

Cardmember Application
Club Rewards[®]/Club Cash[®] Enrollment
Individual Billing



*Diners Club
International[®]*

Club Rewards[®] Program

Insurance premiums, Club Cash[®] account transactions, and certain other fees and transactions are not eligible for points. Certain terms and conditions apply. Benefits and rewards are subject to availability and may be changed or discontinued without notice. Your Organization must approve participation and you must be enrolled and a current Cardmember in good standing to earn and redeem points. Frequent flyer miles must be redeemed in 2,000 point increments. No-fee Personal Card offer is contingent upon Cardmember enrollment in Club Rewards on Corporate Card. Diners Club reserves the right to change Club Rewards features and/or program fees at any time. Your annual fee may vary by Organization. Consult your Card Coordinator for more information.

Personal Card Terms and Conditions

The following are important terms and conditions you should know before applying. The complete terms and conditions will be provided when your Card is issued. Please send no money now. You will be billed later for the Annual Fee. The annual fee of \$95 (and \$35 for each additional Card if requested) is nonrefundable.

Annual Fees	Payment Terms
\$95 for Primary Cardmember ¹ \$35 for each Additional Cardmember	All charges made on this charge card are due and payable when you receive your periodic statement.

Transaction fee for each Club Cash[®] Advance: The greater of \$4.00 or 4% of each Club Cash Advance.

Late payment fee for Diners Club Charges: 2-1/2% per month on the unpaid portion of the past due balance if more than \$130 is shown as past due on two consecutive billing statements (approximately 60 days past due) and a \$30 charge.

Late payment fee for Club Cash Advances: 2-1/2% per month on the unpaid portion of the past due balance if more than \$40 is shown as past due on two consecutive billing statements (approximately 60 days past due).

By submitting this Membership Form, Applicant authorizes Citibank USA, N.A. ("we" or "us") the issuer of the Diners Club Card and its affiliates to investigate, verify and exchange information regarding your creditworthiness and to verify your identity. Applicant must currently be at least 18 years of age and in good standing with all Citicorp accounts in order to be approved for the Diners Club Card. Consumer reports will be requested in connection with the processing of this Membership Form and subsequently in connection with any update, renewal, or extension of credit. Upon request, Applicant will be informed of the names and addresses of any consumer reporting agencies, which have provided such reports. You understand that your Diners Club Card Account may not be issued to you if the information on this form is not complete, accurate or verifiable. You understand that you must have a minimum verifiable gross household income of \$25,000 per year or net household income of \$20,000 per year. If you do not wish to receive direct mail or telemarketing offers, please write to the address below and include your name, address, and social security number.

Citibank USA, N.A.
c/o Citicorp Credit Services, Inc.
P.O. Box 6020
Hagerstown, MD 21741-6020

Applicant agrees that use of any Card issued as a result of this Membership Form will be governed by the Agreement provided at the time the Card is issued. Only the Primary Cardmember is eligible for Club Rewards points, but points accrue for all qualified spending including any from additional Cards on the Account.

Applicant also agrees that any disputes will be subject to binding arbitration, if either you or we elect arbitration (except for individual suits in small claims court). In arbitration, there is no judge and no jury, and there will be no class actions or other representative proceedings.

Charges incurred in a foreign currency will be converted into U.S. Dollars at the conversion rate in effect on the day the charge was processed, plus 2% of the converted amount. Charges converted by common carriers, such as airlines, will be billed at the rates the carriers use for conversion, plus 2% of the converted amount.

1. Your annual fee of \$0 for the Primary Cardmember will apply as long as you maintain your current Diners Club Corporate Card Account with Club Rewards in good standing.

APPENDIX J - SUMMARY OF UNLV CORPORATE CARD BENEFITS

DINERS CLUB
<ul style="list-style-type: none"> Worldwide acceptance at more than 5.0 million locations in 200+ countries.
<ul style="list-style-type: none"> No preset spending limit.
<ul style="list-style-type: none"> Primary full coverage Collision Damage Waiver rental insurance is provided at no extra cost for domestic or international rental vehicles.
<ul style="list-style-type: none"> 24-hour worldwide customer service.
<ul style="list-style-type: none"> Diners Club detailed statements provide all pertinent charge information. However, if a duplicate receipt is required, a copy can be obtained by calling 1-800-2-DINERS, 24 hours a day, 7 days a week. <i>Footnote #1.</i>
<ul style="list-style-type: none"> Diners Club confirmed reservations assure that a room will be waiting for you at thousands of participating hotels and motels - no matter how late you arrive. Typically, in an over-booking situation the hotel or motel, as a matter of standard procedure will find you a comparable room, move you there and pay for you to let your spouse/office know of the change.
<ul style="list-style-type: none"> Cash advances at 457,000 ATMs worldwide. <i>Footnote #2.</i> ATM draws are limited to \$100/per day - \$200/week. Each ATM draw costs \$6.00. Increased ATM draws are available upon approval by Diners Club. Contact the Director of Disbursements for more information. Free traveler's checks at any Citibank Office. Must be purchased by cash or check.
<ul style="list-style-type: none"> \$200,000 domestic (\$500,000 international) travel accident insurance every time you charge your airline, train, or common carrier fare to Diners Club. Protection coverage includes travel to and from the airport on any public conveyance, including buses, trains, taxis, and hotel/vehicle rental agency courtesy vans. Insurance even covers travel on "free" frequent flyer or similar no-fare tickets. All Diners Club Cardmembers, their spouses and dependent children** and authorized company travelers are automatically covered. For coverage to apply, the tickets must be issued in the traveler's name and the cardmember's account must be in good standing. ** Children under 19 years of age (25 if a full-time student at any state-accredited institution of higher learning beyond the 12th grade level).
<ul style="list-style-type: none"> \$1,250 excess baggage insurance for both checked and carried-on luggage based on replacement cost.
<ul style="list-style-type: none"> Diners Club will replace your lost or stolen card within 24 hours at no charge. International replacement available through franchise offices upon Diners Club US notification.

Footnotes:

- Detailed receipts that itemize expenses are required for reimbursement by UNLV.
- The ATM is UNLV's mechanism to issue an individual cash advance for travel.

Since most hotels, many restaurants, and all vehicle rental agencies accept the UNLV Diners Club Corporate Card, the UNLV traveler should not have to use the cash advance or ATM.

Note: The above is only a brief summary of the major benefits of the corporate card. Other services and benefits are detailed in the Diners Club Corporate Card agreement and information package.

For more information on the Diners Club Corporate Card and an ATM locator, visit the Diners Club web site at: <http://www.dinersclubus.com>.

APPENDIX K - UNLV-CONTRACTED TRAVEL AGENCIES

Kozal's Travel Connections 901 East Tropicana Avenue Las Vegas, NV 89119 F880283432	(702) 798-1004/1009 Fax: (702) 798-8590 24-Hour Assistance: (800) 800-4243
Prestige Travel 6175 Spring Mountain Road Las Vegas, NV 89146 F880168015 A	(702) 253-9909 - x132 Fax: (702) 253-1153 After-Hours Assistance: (888) 881-5274 Normal Hours Assistance: (800) 553-0204
WorldTek/LVI Travel 9501 Hillwood Las Vegas, NV 89134 F060883407 B	(702) 341-8486 Fax: (702) 341-8510 24-Hour Assistance: (800) 243-1723

BENEFITS OF USING A UNLV TRAVEL AGENCY

- No personal cost to the traveler.
- All tickets are refundable if returned to the travel agency by Friday following the date of purchase.
- No additional charges to reissue, refund, or exchange the airline ticket.
- Flexible policies regarding voids, changes, upgrades and options
- Each agency is accountable to UNLV for services rendered.
- Prompt ticketing and delivery.
- Access to UNLV-negotiated airline rates.
- Compliance with UNLV policies, directives, and contracts (car rental, etc.).
- Access to travelers assistance en route when problems surface.
- 24-hour emergency toll-free telephone number.

BENEFITS OF BOOKING AIFARE ON THE WEB

- No travel agent service fees.
- Access to special fares not available to travel agencies.

APPENDIX L - CONTRACTED AIRLINES/SPECIAL AIR RATES

There are no current contracted rates

APPENDIX M - LODGING AND MEALS

In-State and Out-of-State Lodging

<u>TRAVELER</u>	<u>LOCATION</u>	
	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>
Employee	\$58.00 (Su-Th); \$90.00 (F-Sa)	\$90.00 (Note 1)
Student	\$58.00 (Su-Th); \$90.00 (F-Sa)	\$90.00 (Note 1)
Volunteer	\$58.00 (Su-Th); \$90.00 (F-Sa)	\$90.00 (Note 1)
Candidate	(Note 2)	\$90.00 (Note 1)
Independent Contractor	(Appendix B)	
Lecturer/Speaker	(Note 3 and Appendix C)	
Guest/Visitor (<u>Unpaid</u>)	(Note 3)	

(Dollar amounts include taxes.)

Notes:

1. President, Provost, Vice President, Dean, or Director as defined in the UNLV Travel Policy must approve an exception to this rate. For employees, students, and volunteers Section II of the TD or the PO must be signed before the trip; Section III of the TD must be signed after the trip. For candidates, the PO must be signed before the trip; the PV must be signed by one of the above when reimbursing the candidate after the trip. The maximum allowance for NYC, San Francisco, DC and vicinity, Chicago, Dallas, Denver, and Los Angeles is \$150.00/night (plus taxes). An **original** paid receipt is required.
2. If the candidate is from Nevada, the amount may not exceed \$58.00 (Sun-Thu) or \$90.00 (Fri-Sat).
3. Same as Note 1 except use a PO that must be signed before the trip by the appropriate authority.

In-State and Out-of-State Meals

Used only for employees, students, volunteers, and candidates when in a travel status. The traveler will not receive per diem for a hosted meal.

	<u>Amount</u>	<u>Meal Time Frames</u>
Breakfast:	\$ 5.50	12:01 a.m. - 10:00 a.m.
Lunch:	\$ 6.50	10:01 a.m. - 3:00 p.m.
Dinner:	\$14.00	3:01 p.m. - Midnight

Foreign Lodging and Meal Per Diems

Reference: UNLV Travel Policy (IV)(A)(1)(b)(c) and (2)(b)

Information on the current and past foreign per diems can be found in the United States Department of State (DOS) publication: "Maximum Travel Per Diem Allowances Foreign Areas". It can be accessed through the Internet at: www.state.gov/www/perdiems/index.html

APPENDIX N - POSSIBLE LODGING IN RENO/CARSON CITY

This is a non-exclusive list. Other properties may or may not accept state rates.

	CARSON CITY HARDMAN HOUSE		CARSON CITY CARSON STATION		RENO PEPPERMILL		RENO UNIVERSITY INN		RENO HOLIDAY INN		RENO MINERS INN	
	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat
RATES (Note 1)	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat
Nevada State Employee	Call first	Call first	Call first	Call first	Call first	Call first	Call first	Call first	Call first	Call first	Call first	Call first
INFORMATION												
Room Description	2 Queens/King		2 Queens/King		2 Queens/King		2 Dble Beds or a Queen		2 Dble Beds or a King		2 Singles or a Queen	
Free Airport Shuttle	No		No		Yes		No		Yes		No	
Free Shuttle to UNR/DRI	N/A		N/A		No		Not needed		No		Not needed	
Vendor Code	F330788868A		F880226065		F880302737A		F88600024J		F431523951A		F930612639A	
Address	917 N. Carson Carson City, NV 89701		900 So Carson St Carson City, NV 89701		2707 So Virginia St Reno, NV 89502		1001 No Virginia St Reno, NV 89557		1000 East 6 th St Reno, NV 89512		1651 No Virginia St Reno, NV 89503	
Reservation Phone Numbers	(800) 626-0793		(775) 883-0900		(888) 451-6920		(775) 323-0321		(775) 786-5151		(775) 329-3464	
Fax Number	(775) 887-0321		(775) 882-7569		(775) 826-5205		(775) 323-2929		(775) 786-2447		(775) 329-9013	
UNLV Account Number	N/A		N/A		U131		1740		None		None	
Distance to UNR/DRI (in miles)	N/A		N/A		6 / 12		Across the street / 6		1.5 / 7		Across the street / 6	
Check in/out Times	3 P.M./11 A.M.		3 P.M./12 Noon		4 P.M./12 Noon		2 P.M./10 A.M.		3 P.M./12 Noon		2 P.M./11 A.M.	
Room Access	Coded Card		Coded Card		Coded Card		Coded Card		Coded Card		Key	
Parking/Type	Yes/Open		Yes/Open		Yes/Open		Yes/Covered		Yes/Open		Yes/By Room	
Smoking/Non-Smoking Rooms	Yes		Yes		Yes		Yes		Yes		Yes	
Pool	No		No		Yes/ Outdoor (heated)		No		Yes/Outdr (seasonal)		No	
Restaurant on the Premises	No (close walking distance)		Yes		Yes (4 & coffee shop)		Yes (intermittent service)		Yes (1 & coffee shop)		No	
Lounge/Bar on Premises	No		Yes (two)		Yes		No		Yes		No	
In-Room Coffee Maker	Yes		Yes		No (coffee bar in lobby)		No		No		No (Avail in lobby)	
In-Room Refrigerator	Some		No		No		\$1 per day		No		\$5 per day	
In-Room Computer Hookup	Yes		Yes		Yes		Yes		Yes		Yes	
Complimentary Newspaper	Yes		No		Yes		Yes (limited quantity)		No		No	
Access Charges (local/long dist/800)	Local or Calling Card no charge		Local or Calling Card no charge		25/50/50 cents		Free/Free/Free		50 cents/Free/Free		Free/Free/Free	
Cable TV/Premium Channels	Yes/No		Yes/No		Yes/No		Yes/No		Yes/No		Yes/No	
Special Instructions	Continental Breakfast A.M. Wine & snacks P.M.		Casino				Cite account # when making a reservation and, if used on the LPO.		Ask for Jill @ x3004 and tell her you are from UNLV and request the State Rate.			
Unavailable Dates	Subject to availability		Subject to availability		Subject to availability		Possible, especially in August.		Subject to availability.		Subject to availability.	

Note 1. Rates quoted above are based on single or double occupancy. Also read the information "Special Instructions" and "Unavailable Dates" above.

APPENDIX O - LODGING IN LAS VEGAS (continued)

Tharaldson Properties	Fairfield Inn & Suites South	Holiday Inn Express South
Rates (Including Tax)	Sun-Thu Fri-Sat	Sun-Thu Fri-Sat
NV State Employee	\$58 \$90	\$58 \$90
UCCSN Volunteer	\$58 \$90	\$58 \$90
Candidate (In-State)	\$58 \$90	\$58 \$90
Out of State Travelers	\$80 \$99	\$80 \$99
All rates are based on availability		Black Out Dates May Apply
Rates are not Group rates.		
For Groups (10+ rooms) & Meetings contact Mitchell Ward	702-895-9810	702-736-0098
INFORMATION		
Reservation Phone #	702-895-9810	702-736-0098
Fax Number	702-895-9310	702-736-0084
UNLV Acct (City Ledger) Number	Provide Purchase Order Number	Provide Purchase Order Number
UNLV Vendor Code	45-0462310	45-0462314
Location/Address	5775 Industrial Rd Las Vegas, NV 89118	5760 Polaris Ave. Las Vegas, Nevada 89118
Room Description	King/Doubles	King/Double
Free Hotel Airport Shuttle/Hrs	No	No
Other Shuttle Svc/Approx Cost/Hrs	Yes/\$20-40/24HRS	Yes/\$20-\$40/24HRS
Distance to UNLV	4.4 Miles	4.4 Miles
Distance to McCarran	3 Miles	3.Miles
Check-In/Out Times	3 PM/12 Noon	3 PM/12 Noon
Room Access	Coded Card	Coded Card
Parking/Type	Yes/Open	Yes/Opened
ADA Compliant	Yes	Yes
Smoking/Non-Smoking	Yes	Yes
Pool	Outdoor (heated)	Outdoor (heated)
Restaurant on Premises	No	No
Complimentary Continental Breakfast	Yes	Yes
Coffee Shop on Premises	No	Yes
Lounge/Bar on Premises	No	No
In-Room Coffee Maker	Yes	Yes
In-Room Refrigerator	No	No
In-Room Computer Hookup	Yes	Yes
Complimentary Newspaper	Yes	Yes
Phone Information	Free local L.D. Varies	Free local L.D. Varies
Cable TV	Yes	Yes
Premium Channels (HBO, etc.)	Yes	Yes
Iron/Ironing Board In Room	Yes	Yes
Washer/Dryer on Premises	Yes	Yes
High Speed Internet Access**/ Pricing for guestroom access	Yes/ Free	Yes/ Free
Hair Dryer	Yes	Yes

NOTES:

1. Complimentary deluxe continental breakfast 6:00 A.M. to 9:00 A.M. (weekdays) and 6:00 A.M. to 10:00 A.M. (weekends).

APPENDIX O - LODGING IN LAS VEGAS (continued)

Emerald Suites Hotels Properties	Emerald Suites South L.V. Blvd	Emerald Suites Tropicana	Emerald Suites Cameron	Emerald Suites Nellis
Rates (Including Tax)	Sun-Thu Fri-Sat	Sun-Thu Fri-Sat	Sun-Thu Fri-Sat	Sun-Thu Fri-Sat
NV State Employee	\$58 \$90	\$58 \$90	\$58 \$90	\$58 \$90
UCCSN Volunteer	\$58 \$90	\$58 \$90	\$58 \$90	\$58 \$90
Candidate (In-State)	\$58 \$90	\$58 \$90	\$58 \$90	\$58 \$90
Out of State Travelers	\$69 \$89	\$79 \$99	\$69 \$89	\$89 \$109
All rates are based on availability	Black Out Dates May Apply	Black Out Dates May Apply	Black Out Dates May Apply	Black Out Dates May Apply
Rates are not Group rates.				
For Groups (10+ rooms) & Meetings contact Marna Scarazzo	702-948-9999 ex.6669	702-948-9999 ex.6669	702-948-9999 ex.6669	702-948-9999 ex.6669
INFORMATION				
Reservation Phone #	702-948-9999 or 800 847-2002	702-507-9999	702-365-5500	702-946-9999
Fax Number	702 507-0130	702 507-9998	702 216-5547	702 946-9998
UNLV Acct (City Ledger) Number	Provide PO Number	Provide PO Number		
UNLV Vendor Code	F880461564 A	F880461564	F880461564	F880461564
Location/Address	9145 S. Las Vegas Blvd. LV, NV 89123	3890 Graphic Center Rd. LV, NV 89118	4777 Cameron St. LV, NV 89103	4555 N. Las Vegas Blvd. LV, NV 89115
Room Description	King/2Doubles Two bdrm suite- two kings	One bdrm suite two double beds	Queen per room (one or two)	One/Two Bedrooms- varied bedding
Free Hotel Airport Shuttle/Hrs	Yes	No	No	No
Other Shuttle Svc/Approx Cost/Hrs	No	No	No	No
Distance to UNLV	4.2 miles	2.5 miles	3 miles	12.5 miles
Distance to McCarran	4 miles	2 miles	2.5 miles	15 miles
Check-In/Out Times	3 PM/12 Noon	3 PM/12 Noon	3p-12p	3p-12p
Room Access	Key	Key	Coded Card	Key
Parking/Type	Yes/Open	Yes/Open	Yes-Open	Yes-Open
ADA Compliant	Yes	Yes	Yes	Yes
Smoking/Non-Smoking	Yes	Yes		
Pool	Outdoor (heated)	Outdoor (heated)	Outdoor- (heated)	Outdoor-(heated)
Restaurant on Premises	No- all suites full kitchen/amenities	No- all suites full kitchens/amenities	No- all suites full kitchens/amenities	No- all suites full kitchens/amenities
Complimentary Hot Breakfast Buffet	No	No	No	No
Coffee Shop on Premises	Coffee Service in Lobby	Coffee Service in Lobby	Coffee Service in Lobby	Coffee service in Lobby
Lounge/Bar on Premises	No	No	No	No
In-Room Coffee Maker	Yes	Yes	Yes	Yes
In-Room Refrigerator	Yes- Full size	Yes-Full Size	Yes – Full Size	Yes-Full Size
In-Room Computer Hookup	Yes	Yes	Yes	Yes
Complimentary Newspaper	No	No	No	No
Phone Information	Free local calls	Free local calls	Free local calls	Free local calls
Cable TV	Direct TV	Direct TV	Cable	Direct TV
Premium Channels (HBO, etc.)	HBO	HBO	No	HBO
Iron/Ironing Board In Room	Yes- executives	Yes- executives	Yes- executives	Yes- executives
Washer/Dryer on Premises	Yes	Yes	Yes	Yes
High Speed Internet Access**/ Pricing for guestroom access	Yes/ Free	Yes/Free	Yes/Free	Yes/Free
Hair Dryer	Yes/executive suites	Yes/executive suites	Yes/executive suites	Yes/executive suites

NOTES:

1. All one and two bedroom suites at all properties have full kitchens. ie, full size refrigerator, stove, microwave, dishwasher.
2. All groups and corporate accounts receive free upgrade to our executive suites (in specified buildings) to include pots, pans, dishes, utensils, hair dryer.
3. Fitness facility and laundry facility on site.

APPENDIX O - LODGING IN LAS VEGAS (continued)

Other Properties	CARRIAGE HOUSE		WELLESLEY INN (Extended Stay)		AMERISUITES HOTEL		HOTEL SAN REMO CASINO AND RESORT		KEY LARGO CASINO QUALITY INN		CLUB HOTEL BY DOUBLETREE	
	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat	Sun-Thu	Fri-Sat
RATES (Single)	\$58	\$90	\$58	\$90	N/A	N/A	\$58	\$90	\$58	\$90	N/A	N/A
NV State Employee	\$58	\$90	\$58	\$90	N/A	N/A	\$58	\$90	\$58	\$90	N/A	N/A
UCCSN Contractor	\$58	\$90	\$58	\$90	N/A	N/A	\$58	\$90	\$58	\$90	N/A	N/A
UCCSN Volunteer	\$58	\$90	\$58	\$90	N/A	N/A	\$58	\$90	\$58	\$90	N/A	N/A
Candidate (In-State)	\$58	\$90	\$58	\$90	N/A	N/A	\$58	\$90	\$58	\$90	N/A	N/A
Candidate (Not from NV)	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$58	\$90	\$90	\$90
INFORMATION												
Reservation Phone Numbers	(800) 221-2301 ext. 65		(702) 731-3111		(702) 369-3366		(702) 739-9000 (800) 522-7366		(702) 733-7777 (800) 634-6617		(702) 948-4000 x2102 (888) 444-2582	
Fax Number	(702) 798-1020 ext. 112		(702) 731-3184		(702) 369-0009		(702) 736-1120		(702) 734-5071		(702) 948-4100	
UNLV Acct (City Ledger) Nbr	None		None		CAND		144587		None		None	
UNLV Vendor Code	F880213218		F222640625 F		F222640625 C		F880240767		F330322353 A		F860890772 A	
Location/Address	105 East Harmon LV, NV 89109		1550 E Flamingo LV, NV 89119		4520 Paradise Rd LV, NV 89109		115 E. Tropicana LV, NV 89109		377 E Flamingo LV, NV 89109		7250 Pollock Dr LV, NV 89119	
Room Description	King		Queen/Double		Queen or Double		King or Double		King or Dbl/Dbl		King or Two Full Size	
Free Hotel Airport Shuttle/Hrs	Yes		None		Yes/24		None		Yes / 8 A.M.-Midnight		Yes / 7 A.M.-11 P.M.	
Other Shuttle Svc / Approx Cost/Hrs	Yes		NO		Free within a 5 mile radius		Yes / \$5 / 24 Hours		NO		Yes / \$5 / 24 Hours	
Distance to UNLV	1 Mile		2 Miles		2 Blocks		1 Mile		1 Mile		3.5 Miles	
Distance to McCarran Intl	3 Miles		5 Miles		1 Mile		1.5 Miles		1.5 Miles		2 Miles	
Check-In/Out Times	3 P.M./11 A.M.		2 P.M./12 Noon		4 P.M./12 Noon		4 P.M./12 Noon		3 P.M./12 Noon		3 P.M./12 Noon	
Room Access	Coded Card		Coded Card		Coded Card		Coded Card		Coded Card		Coded Card	
Parking/Type	Yes/Some Covered		Yes/Open		Yes/Open		Yes/Covered		Yes/Open		Yes/Open	
ADA Compliant	Yes		Yes		Yes		Yes		Yes		Yes	
Smoking/Non-Smoking Rooms	Yes		Yes		Yes		Yes		Yes		Yes	
Pool	Outdoor (Heated)		Outdoor (Heated)		Outdoor (Heated)		Outdoor (Heated)		Outdoor		Outdoor	
Restaurant On Premises	No		No		No		Yes		Yes (24hr)		Yes	
Coffee Shop on Premises	No		Note 1		Note 1		Yes		Yes		Yes	
Lounge/Bar on Premises	No		No		No		Yes		Yes		Yes	
In-Room Coffee Maker	Yes		Yes		Yes		No		Yes		Yes	
In-Room Refrigerator	Yes		Yes		Yes		No		Yes		No	
In-Room Computer Hookup	Yes		Yes		Yes		Yes		Yes		Yes	
Complimentary Newspaper	No		Yes (US Today)		Yes (US Today)		No		No		Yes	
Phone Information	No access Local		No access Charge		\$.50 Access Charge		\$.75 Access Charge		\$.50 Access Charge		No access Charge	
Cable TV	Yes		Yes		Yes		Yes		Yes		Yes	
Premium Channels (HBO, etc.)	Yes		Yes		No		No		No		Yes	
Iron/Ironing Board In-Room	Yes		Yes		Yes		No		No		Yes	
Washer/Dryer on Premises	Yes		Yes		Yes		No		Yes		No	

NOTES:

1. Complimentary deluxe continental breakfast 6:00 A.M. to 9:30 A.M. (weekdays) and 6:00 A.M. to 10:00 A.M. (weekends).

APPENDIX O - LODGING IN LAS VEGAS (continued)

Marriott Reservation Instructions for UNLV Faculty and Staff:

1. Call the Marriott Reservations Desk (702) 650-6651.
2. When connected to the Reservation Desk, inform that person:
 - a. You are from UNLV and that you need to make a reservation for a in-state or out-of state candidate, a contractor, NV state employee, or volunteer (registered); and
 - b. The property you would like this person to stay at;
 - c. The number of rooms needed and the number of persons to be lodged;
 - d. The type of room desired (king, queen, two doubles, etc.); and
 - e. The dates of stay.
3. When given this information, the Reservation Desk will look to see if a room is (or rooms are) available at the desired property. If not, the Reservation Desk will suggest one of the other six properties that have a room (or rooms) available for the dates needed.
4. If that property or the substituted property is acceptable, the Reservation Desk will need the following information:
 - a. The name(s) of the guest(s);
 - b. The purchase order number;
 - c. Your name and telephone; and
 - d. To fax the LPO directly to the hotel that you have made the reservation within 24 hours or the reservation may be canceled.

APPENDIX P - AUTOMOBILE MILEAGE REIMBURSEMENT

(These rates are subject to change by the Board of Examiners.)

- When a private car is used for employee convenience, the employee shall be reimbursed 18.75 cents per mile. (UNLV Travel Policy (IX)(B)(6)(a))
- An employee using his own personal vehicle for UNLV's convenience will be reimbursed 37.5 cents per mile. (UNLV Travel Policy (IX)(B)(6)(b))
- When an employee/student/volunteer uses someone else's personal vehicle, that person will be reimbursed 18.75 cents per mile.
- Fuel purchases will not be reimbursed except for vehicles leased from recognized vehicle rental agencies.
- Reimbursement of local mileage (within 50 miles of the traveler's principle work site) will be processed using Sections I and III of the TD with an attached and completed Local Mileage Travel Log.
- Travel beyond 50 miles of the principle work site will be processed using a TD with an attached and completed Travel Itinerary Worksheet.

APPENDIX Q - CONTRACTED IN STATE RENTAL CAR AGENCIES AND RATES

The Purchasing Division is pleased to announce five new contracts for the procurement of rental cars. These new contracts re in effect as of October 1, 2004, and continue through September 30, 2008.

When utilizing these state contracts for out of state travel, you will be required to provide a contract/authorization number at the time of reservation. In-state travel (State Motor Pool overflow) is facilitated by Motor Pool pursuant to S.A.M. Travel 0200. However, agencies not regulated by S.A.M. or authorized to use Motor Pool may make reservations directly with the car rental companies contracted for in-state travel following the same procedures as out of state travel.

The use of these contracts is mandatory. When renting a vehicle, the driver does not need to purchase the additional insurance coverage offered by the vendor, as all insurance needs have been negotiated into the price of the vehicle. Should an employee be involved in an accident involving a rental car, the employee should immediately report the accident to (1) the rental car agency; (2) the Attorney General's Office; and (3) Risk Management Division.

The following are the awarded vendors, account numbers, and contract/reservation numbers. Rate information and frequently asked questions are available from the Purchasing Division Web site: http://purchasing.state.nv.us/pur_info/car_rental.htm

- Nevada State Purchasing - September 13, 2004

NOTE: Before a sedan, 8-passenger van, or a cargo van may be rented for local use (in and around Las Vegas including travel to destinations such as Tonopah, Mesquite, Primm, and Laughlin, NV), a statement of non-availability must be obtained from the UNLV Motor Pool. The **original** copy of that statement then needs to be attached to the TD in order to be reimbursed.

(NHTSA advises that 15-passenger vans should only be operated by experienced drivers. These vehicles are three times more likely to roll over when fully loaded. Federal law bans the purchase of these vans for schools. Colleges, however, are to be advised of this hazard.)

APPENDIX Q - CONTRACTED IN STATE RENTAL CAR AGENCIES AND RATES (cont.)

Vendor	Account #	Reservation Telephone Number
Alamo Rent A Car	161575	Reservations 1-800-327-9633 David Smith 1-602-275-4771 ext. 1266
The Hertz Corp Corporate Contact	CPD#88103	Reservations 1-800-654-3131 Derek Burns 1-480-998-1285
SavMor Rent A Car	None	Reservations 1-800-634-6779 Corey Jenkins 1-702-736-1234
National Car Rental	5004143	Reservations 1-800-327-9633 David Smith 1-602-275-4771 ext. 1266
Enterprise Rent-a-Car	NA54621	Reservations 1-800-593-0505 Rose Marie Cramer 1-702-597-4554 Marissa Birch 1-775-328-1677

Vehicle Type	Vendor Rental	Hourly Rental	Daily Rental	Weekly Rental	Month Rental	One Way Charge
Economy Compact	SavMor Rent A Car	\$10.49	\$34.44	\$172.20	\$635.00	N/A
	Alamo Rent A Car	1/2 daily	\$37.00	\$203.50	\$814.00	See **
	The Hertz Rental Corp	N/A	\$35.00	\$175.00	\$635.00	\$.42/mile
	Enterprise Rent A Car	\$8.00	\$32.00	\$192.00	\$672.00	N/A
	National Car Rental	1/2 daily	\$36.00	\$198.00	\$792.00	\$65/day
Midsize	SavMor Rent A Car	\$10.49	\$38.13	\$184.50	\$685.00	N/A
	Alamo Rent A Car	1/2 daily	\$39.00	\$214.50	\$858.00	See **
	The Hertz Rental Corp	N/A	\$38.00	\$185.00	\$685.00	\$.42/mile
	Enterprise Rent A Car	\$9.00	\$36.00	\$214.00	\$712.00	N/A
	National Car Rental	1/2 daily	\$38.00	\$209.00	\$836.00	\$67/day
Full-size	SavMor Rent A Car	\$10.49	\$44.28	\$221.40	\$795.00	N/A
	Alamo Rent A Car	1/2 daily	\$41.00	\$225.50	\$902.00	See **
	The Hertz Rental Corp	N/A	\$44.00	\$220.00	\$795.00	\$.42/mile
	Enterprise Rent A Car	\$10.00	\$39.00	\$234.00	\$819.00	N/A
	National Car Rental	1/2 daily	\$40.00	\$220.00	\$880.00	\$.70/day
Luxury	SavMor Rent A Car	\$15.49	\$69.29	\$346.20	\$1,385.00	N/A
	Alamo Rent A Car	1/2 daily	\$55.00	\$302.50	\$1,210.00	See **
	The Hertz Rental Corp	N/A	\$60.00	\$345.00	\$1,395.00	\$.42/mile
	Enterprise Rent A Car	\$17.00	\$67.00	\$361.00	\$1,205.00	See **
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc
Minivan	SavMor Rent A Car	\$15.49	\$59.04	\$295.20	\$1,075.00	N/A
	Alamo Rent A Car	1/2 daily	\$49.00	\$269.50	\$1,078.00	See **
	The Hertz Rental Corp	N/A	\$49.00	\$295.00	\$1,075.00	\$.42/mile
	Enterprise Rent A Car	\$17.00	\$67.00	\$361.00	\$1,205.00	N/A
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc
15 Passenger Van	SavMor Rent A Car	\$15.49	\$88.56	\$442.80	\$1,475.00	N/A
	Alamo Rent A Car	N/A	N/A	N/A	N/A	N/A
	The Hertz Rental Corp	N/A	N/A	N/A	N/A	N/A
	Enterprise Rent A Car	\$25.00	\$99.00	\$520.00	\$1,752.00	N/A
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc
Sports Utility	SavMor Rent A Car	\$15.49	\$88.56	\$442.80	\$1,475.00	N/A
	Alamo Rent A Car	1/2 daily	\$49.00	\$269.50	\$1,078.00	See **
	The Hertz Rental Corp	N/A	N/A	N/A	N/A	N/A
	Enterprise Rent A Car	\$22.00	\$88.00	\$493.00	\$1,643.00	N/A
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc

Additional fees may apply for certain cities. See the State of Nevada Purchasing Website for more details.

** Alamo One-way Charge	
Distance (miles)	Drop Fee
0 – 100	\$25.00
101 – 350	\$65.00
351 – 750	\$175.00
751+ miles	\$250.00

Revised: 10/01/04

APPENDIX R - CONTRACTED OUT-OF-STATE RENTAL CAR AGENCIES AND RATES

The Purchasing Division is pleased to announce five new contracts for the procurement of rental cars. These new contracts re in effect as of October 1, 2004, and continue through September 30, 2008.

When utilizing these state contracts for out of state travel, you will be required to provide a contract/authorization number at the time of reservation. In-state travel (State Motor Pool overflow) is facilitated by Motor Pool pursuant to S.A.M. Travel 0200. However, agencies not regulated by S.A.M. or authorized to use Motor Pool may make reservations directly with the car rental companies contracted for in-state travel following the same procedures as out of state travel.

The use of these contracts is mandatory. When renting a vehicle, the driver does not need to purchase the additional insurance coverage offered by the vendor, as all insurance needs have been negotiated into the price of the vehicle. Should an employee be involved in an accident involving a rental car, the employee should immediately report the accident to (1) the rental car agency; (2) the Attorney General's Office; and (3) Risk Management Division.

The following are the awarded vendors, account numbers, and contract/reservation numbers. Rate information and frequently asked questions are available from the Purchasing Division Web site: http://purchasing.state.nv.us/pur_info/car_rental.htm

- Nevada State Purchasing - September 13, 2004

NOTE: For out-of-state rentals, surcharges apply in certain cities. The reservations agent will advise you if there is a surcharge.

(NHTSA advises that 15-passenger vans should only be operated by experienced drivers. These vehicles are three times more likely to roll over when fully loaded. Federal law bans the purchase of these vans for schools. Colleges, however, are to be advised of this hazard.)

APPENDIX R - CONTRACTED OUT OF STATE RENTAL CAR AGENCIES AND RATES (cont.)

Vendor	Account #	Reservation Telephone Number
Alamo Rent A Car	161575	Reservations 1-800-327-9633 David Smith 1-602-275-4771 ext. 1266
The Hertz Corp Corporate Contact	CPD#88103	Reservations 1-800-654-3131 Derek Burns 1-480-998-1285
National Car Rental	5004143	Reservations 1-800-327-9633 David Smith 1-602-275-4771 ext. 1266
Enterprise Rent-a-Car	NA54621	Reservations 1-800-593-0505 Rose Marie Cramer 1-702-597-4554 Marissa Birch 1-775-328-1677

Vehicle Type	Vendor Rental	Hourly Rental	Daily Rental	Weekly Rental	Month Rental	One Way Charge
Economy Compact	Alamo Rent A Car	1/2 daily	\$37.00	\$203.50	\$814.00	See **
	The Hertz Rental Corp	N/A	\$35.00	\$175.00	\$635.00	\$.42/mile
	Enterprise Rent A Car	\$10.00	\$39.00	\$234.00	\$819.00	varies
	National Car Rental	1/2 daily	\$40.00	\$240.00	\$960.00	\$65/day
Midsize	Alamo Rent A Car	1/2 daily	\$39.00	\$214.50	\$858.00	See **
	The Hertz Rental Corp	N/A	\$38.00	\$185.00	\$685.00	\$.42/mile
	Enterprise Rent A Car	\$10.00	\$41.00	\$246.00	\$861.00	varies
	National Car Rental	1/2 daily	\$42.00	\$252.00	\$1008.00	\$67/day
Full-size	Alamo Rent A Car	1/2 daily	\$41.00	\$225.50	\$902.00	See **
	The Hertz Rental Corp	N/A	\$44.00	\$220.00	\$795.00	\$.42/mile
	Enterprise Rent A Car	\$11.00	\$45.00	\$270.00	\$945.00	varies
	National Car Rental	1/2 daily	\$45.00	\$270.00	\$1080.00	\$.70/day
Luxury	Alamo Rent A Car	1/2 daily	\$55.00	\$302.50	\$1,210.00	See **
	The Hertz Rental Corp	N/A	\$60.00	\$345.00	\$1,395.00	\$.42/mile
	Enterprise Rent A Car	\$17.00	\$67.00	\$402.00	\$1,407.00	varies
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc
Minivan	Alamo Rent A Car	1/2 daily	\$49.00	\$269.50	\$1,078.00	See **
	The Hertz Rental Corp	N/A	\$49.00	\$295.00	\$1,075.00	\$.42/mile
	Enterprise Rent A Car	\$17.00	\$67.00	\$402.00	\$1,407.00	varies
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc
15 Passenger Van	Alamo Rent A Car	N/A	N/A	N/A	N/A	N/A
	The Hertz Rental Corp	N/A	N/A	N/A	N/A	N/A
	Enterprise Rent A Car	\$29.00	\$105.00	\$630.00	\$2,205.00	varies
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc
Sports Utility	Alamo Rent A Car	1/2 daily	\$49.00	\$269.50	\$1,078.00	See **
	The Hertz Rental Corp	N/A	N/A	N/A	N/A	N/A
	Enterprise Rent A Car	\$18.00	\$67.00	\$402.00	\$1,407.00	varies
	National Car Rental	1/2 daily	20% Disc	20% Disc	20% Disc	20% Disc

NOTE: For out-of-state rentals, surcharges apply in certain cities. The reservations agent will advise you if there is a surcharge.

** Alamo One-way Charge	
Distance (miles)	Drop Fee
0 – 100	\$25.00
101 – 350	\$65.00
351 – 750	\$175.00
751+ miles	\$250.00

Revised: 10/01/04

APPENDIX S - REQUIRED INSURANCE FOR RENTAL VEHICLES

CONTRACTED RENTAL AGENCIES

PAYMENT WITH A DINERS CLUB CORPORATE CARD CDW Comprehensive Medical Towing

LOCATION	CDW	Comprehensive	Medical	Towing
In-State*	NO	NO	NO	NO
Out-of-State	NO	NO	NO	NO

PAYMENT OTHER THAN BY DINERS CLUB CORPORATE CARD CDW Comprehensive Medical Towing

LOCATION	CDW	Comprehensive	Medical	Towing
In-State*	NO	NO	NO	NO
Out-of-State	NO	NO	NO	NO

NON-CONTRACTED RENTAL AGENCIES

PAYMENT WITH A DINERS CLUB CORPORATE CARD CDW Comprehensive Medical Towing

LOCATION	CDW	Comprehensive	Medical	Towing
In-State*	NO	YES	NO	YES
Out-of-State	NO	YES	NO	YES
Foreign	NO	YES	YES	YES

PAYMENT OTHER THAN BY DINERS CLUB CORPORATE CARD CDW Comprehensive Medical Towing

LOCATION	CDW	Comprehensive	Medical	Towing
In-State*	YES	YES	NO	YES
Out-of-State	YES	YES	NO	YES
Foreign	YES	YES	YES	YES

* For in-state car rental, a Statement of Non-Availability (Sample Forms) from the UNLV Motor Pool is required. (UNLV Travel Policy (III)(B)(5) When in Reno, the Nevada State Motor Pool shall be used. (UNLV Travel Policy (III)(B)(3)

YES = YOU MUST PURCHASE THE INSURANCE INDICATED. (SAM 0218.0) YOU WILL BE REIMBURSED.
NO = DO NOT PURCHASE THE INSURANCE INDICATED. YOU MAY NOT BE REIMBURSED.

APPENDIX T - TRAVEL DOCUMENT (TD) INSTRUCTIONS

Note: completion of a travel authorization serves numerous purposes:

- Approval from supervisor and UNLV that the trip is authorized for “official UNLV business travel”
- Establishes status of traveler for insurance purposes
- Authorizes payment to UNLV contracted travel agent for airline ticket(s)
- Indicates funding source for payment of traveler’s expenses

Numbers below correspond with sample TD form. Sections I and II must be completed prior to trip, as this is the official UNLV “travel authorization” for the trip. Form needs to be typed or legibly printed. Please indicate all amounts in dollars and cents.

I. Traveler/Trip Information Section

1. Date form is prepared.
2. First name and last initial of person responsible for the preparation of this document.
3. Enter the campus 4-digit Mail Sort Code of person listed in #2.
4. Phone number of preparer listed in #2.
5. What is the status of the traveler for the purpose of this trip? Check a box. If you are not sure, refer to the UNLV Travel Policy (II).
6. Fax number of preparer listed in #2.
7. Enter the Last Name, First name, and MI of the traveler or team/group leader.
8. Enter the traveler’s vendor code (Employee: E+SSN; Student: S+SSN; Registered Volunteer: V+SSN; Team/group travel: E+SSN or S+SSN as applicable).
9. If **not** a UNLV Employee, enter the complete home address for student or volunteer.
10. Enter the department where the traveler works or the sponsoring department for students, teams, or groups.
11. Enter the campus 4-digit Mail Sort Code of the traveler.
12. Enter the principal destination(s) of travel (not connecting cities).
13. Enter the traveler’s estimated departure date, time, and enter an “A” for AM, and “P” for PM.
14. Enter the traveler’s estimated return date, time, and enter an “A” for AM, and “P” for PM.
15. Enter the purpose for the trip (e.g., Conference, Meeting, Competition, Colloquium, Recruiting, Research, etc.). **Do not use acronyms!** Here are some examples:
 - Int’l Assoc. of Gaming Attorney’s Conference
 - Board of Regents Meeting
 - International Jazz Competition
 - Faculty Recruitment, National Accounting Meeting
 - Research, Environ. Protection Assoc., Air Quality Grant

II. Travel Authorization Section

Estimated Travel Costs: Provide an account number, appropriate object and sub-object codes, and fill in the estimated amount for each expense category listed. Refer to Appendix U or the UNLV Disbursements web site, <http://www.unlv.edu/Controller/Disbursements/Topics/SubObjRev.htm>

The object and sub-object codes will vary depending upon funding source, whether in-state, out-of-state, or foreign travel, and the type of traveler (employee, student, volunteer, group/team, etc.).

APPENDIX T - TRAVEL DOCUMENT (TD) INSTRUCTIONS (cont.)

16. Amount from travel agent for airfare (Appendices K and L). If applicable, enter PO for airfare (student team travel).
17. Amount of lodging expenses including taxes (Appendix M). **Note: The appropriate authority must approve a higher out-of-state lodging rate by signing Section II.** (UNLV Travel Policy (IV)(A)(1)(c)) If applicable, reference the PO for lodging.
18. Amount for registration. If applicable, reference PV or PO.
19. Amount based on estimated meal per diem for travel status (Appendix M).
20. Amount for motor pool car (in-state travel) or car rental including taxes (out-of-state travel). (UNLV Travel Policy (III)(B) for in-state and; (IV)(B) for out-of-state. (Appendices Q and R)
21. Amount for personal auto mileage if applicable. (UNLV Travel Policy (IX)(B)(6)(a)(b) and Appendix P))
22. Amount of miscellaneous travel expenses. Examples: parking, taxi fare, baggage handling (UNLV Travel Policy (III)(C) for in-state and (IV)(C) for out-of-state). This section may be used for extra accounting lines as needed.
23. Total of 16-22.
24. **Traveler must check a box to indicate his/her status. If "NO" is checked, the traveler must contact the Nonresident Alien Tax Specialist (NRAT) in the Controllers Office, (702) 895-0872, to determine travel eligibility prior to traveling.**
25. Refer to UNLV Travel Policy (IX)(A) to determine eligibility for a travel advance. If eligible, enter amount of advance, date needed by, and forward a signed **copy** to Disbursements MS 1053, for the advance to be issued.
26. Traveler must check one.
27. Traveler must sign and date here prior to departure.
28. Supervisor must sign and date here prior to traveler's departure.
29. Person who has signature authority for each account listed in 16-22 must sign and date prior to the traveler's departure and prior to faxing to UNLV contracted travel agency.
30. For exception items listed in the UNLV Travel Policy, appropriate signature (President, Vice President, or Dean).

Note: To obtain an airline ticket from a UNLV contracted travel agency, appropriate signatures must be on the TD prior to faxing to the travel agent for payment of the ticket. Sections I and II of the TD must be completed and signed by the appropriate authorities prior to departure.

III. Travel Claim Section (complete after trip)

Update Section I if trip dates and times have changed from the original estimate. Enter the appropriate account number for each expense type.

Note: Completion of Section III is to reimburse the traveler for expenses incurred and to clear expenses charged to UNLV.

- **The Travel Itinerary Worksheet (TIW) details expenses and needs to be completed prior to filling out Section III.**
- **Follow the instructions on the reverse side of the of TIW.**
- **The original receipts must be attached to the TD including a detailed hotel folio.**
- **Enter the appropriate account number(s) and object and sub-object codes for each expense in items 31-40.**

APPENDIX T - TRAVEL DOCUMENT (TD) INSTRUCTIONS (cont.)

31. Airfare: Check the appropriate box indicating who was charged for the airline ticket. Enter the total amount charged or to be reimbursed. Attach the ticket coupon or the electronic ticket form that was issued by the travel agency/airline and the flight itinerary.
32. Personal Auto: Enter the total amount to be reimbursed. (UNLV Travel Policy (IX)(B)(6)(a)). Attach the TIW detailing the mileage claimed. For local mileage reimbursement, attach the Local Travel Log - Privately Owned Vehicle (Sample Forms).
33. Lodging: Enter the total amount to be reimbursed (including tax). Other expenses on the lodging receipt should be identified and claimed as "Other" (see #40 below). A lodging receipt or folio is not required for reimbursement for in-state lodging for an individual traveler. Team/group in-state lodging requires the submission of a paid folio/receipt.
34. Meals/Per Diem: Enter the total amount for the trip. Receipts are not required for the meal per diem reimbursement. Hosted meals may not be claimed as per diem for that meal. For team/group meals, attach a completed, signed, and dated Per Diem Roster Sheet (Sample Forms) for meal per diem paid to each team/group travel member for each day.
35. Host Expense: Enter the total amount for the hosted meals or other hosted activities providing the required detail information on the TIW.
36. Registration: Enter the total amount to be reimbursed or that was paid directly to an organization and attach a complete copy of the conference brochure, agenda, etc.
37. Car Rental: Enter the total amount to be reimbursed.
38. Taxi, Bus, Other Transportation (specify): Enter the total amount to be reimbursed for these types of expenses. (UNLV Travel Policy (III)(C) and (IV)(B)).
39. Parking: Enter the total amount to be reimbursed (airport, hotel, metered).
40. Other (specify): Enter the total amount for other expense categories detailed on the TIW. Other might include business phone calls (indicate personal and business calls on the receipt), baggage handling fees (UNLV Travel Policy (IX)(B)(5)) and toll charges (UNLV Travel Policy (IV)(C)(2)). This section may be used for extra accounting lines as needed.
41. **Total Amount Claimed:** Add amounts listed in 31-40.
42. Enter the PV# and the registration amount prepaid by UNLV.
43. Enter the PO#, PV#, etc., for non-air transportation or other amount prepaid by UNLV.
44. Enter the PO# and the lodging amount prepaid by UNLV.
45. Enter airfare amount prepaid by UNLV.
46. Add amounts listed above in 42-45, for the total deductions.
47. **Total Amount Claimed Less Deductions:** Subtract #46 from #41.
48. If an advance was received, enter the amount.
49. **Difference Due Traveler or Excess Due UNLV:** Subtract #48 from #47. If it is a negative number, attach a personal check or money order payable to Board of Regents for that amount.
50. Use this section to make remarks that explain unusual circumstances, flight delays, etc.
51. **Each signature certifies that this document complies with the UNLV Travel Policy.**
52. Traveler must sign and date Section III and attach the TIW and all **original** receipts.
53. Supervisor must sign Section III to approve the expenses being claimed.
54. For exception items listed in the UNLV Travel Policy, the President, Provost, Vice President, Dean, or Director must sign Section III, as appropriate. Other supervisory signatures required for the department or unit.
55. Person(s) with signature authority for all accounts listed above in the claim, including a host account, if applicable.

APPENDIX U - COMMON TRAVEL OBJECT AND SUB-OBJECT CODES

<u>OBJECT</u>	<u>OBJECT NAME</u>	<u>SUBJECT</u>	<u>SUBJECT NAME</u>
OUT-OF-STATE ONLY			
Employee/Student/Volunteer			
21	NON-GRANT OUT OF STATE TRAVEL	CR	CAR RENTAL
21	NON-GRANT OUT OF STATE TRAVEL	LO	LODGING
21	NON-GRANT OUT OF STATE TRAVEL	T3	AIRFARE
21	NON-GRANT OUT OF STATE TRAVEL	T4	OTHER EXPENSES
FOREIGN			
Employee/Student/Volunteer			
21	NON-GRANT OUT OF STATE TRAVEL	T5	FOREIGN AIRFARE
21	NON-GRANT OUT OF STATE TRAVEL	T6	FOREIGN OTHER EXPENSES
IN-STATE ONLY			
Employee/Student/Volunteer			
30	GENERAL OPERATIONS	CR	CAR RENTAL
30	GENERAL OPERATIONS	LO	LODGING
30	GENERAL OPERATIONS	T1	AIRFARE
30	GENERAL OPERATIONS	T2	OTHER EXPENSES
Guest/Other			
30	GENERAL OPERATIONS	T6	NON-EMPLOYEE/NON-STUDENT TVL
IN-STATE or OUT-OF-STATE			
Employee/Student/Volunteer			
30	GENERAL OPERATIONS	26	REGISTRATION
Team or Group			
30	GENERAL OPERATIONS	TC	CAR RENTAL
30	GENERAL OPERATIONS	TL	TRAVEL LODGING
30	GENERAL OPERATIONS	T7	AIRFARE
30	GENERAL OPERATIONS	T8	OTHER EXPENSES
Independent Contractor			
30	GENERAL OPERATIONS	IA	IND CONTRACTOR AIRFARE
30	GENERAL OPERATIONS	IL	IND CONTRACTOR LODGING
30	GENERAL OPERATIONS	IM	IND CONTRACTOR MEALS
30	GENERAL OPERATIONS	21	IND CONTRACTOR FEES
30	GENERAL OPERATIONS	23	OTHER CONTRACTED SVCS
Candidates			
30	GENERAL OPERATIONS	CC	CAR RENTAL
30	GENERAL OPERATIONS	CL	LODGING
30	GENERAL OPERATIONS	C3	AIRFARE
30	GENERAL OPERATIONS	C4	OTHER EXPENSES
Hosting			
30	GENERAL OPERATIONS	HG	GRANT HOSTING
30	GENERAL OPERATIONS	H1	FUND/FRIEND RAISING
30	GENERAL OPERATIONS	H2	STUDENT RECRUITMENT
30	GENERAL OPERATIONS	H3	EMPLOYEE RECRUITMENT
30	GENERAL OPERATIONS	H4	STUDENT GOVERNMENT/ACTIVITY
30	GENERAL OPERATIONS	H5	COMMUNITY RELATIONS
30	GENERAL OPERATIONS	H6	EMPLOYEE RELATIONS
30	GENERAL OPERATIONS	H7	EMPLOYEE DEVELOPMENT
30	GENERAL OPERATIONS	H8	TABLE PURCHASE – NOT DONOR PAID
30	GENERAL OPERATIONS	H9	TABLE PURCHASE – DONOR PAID

APPENDIX U - COMMON TRAVEL OBJECT AND SUB-OBJECT CODES (cont.)
USE ONLY WITH 2330 THROUGH 2365 (GRANT) ACCOUNTS

<u>OBJECT</u>	<u>OBJECT NAME</u>	<u>SUBJECT</u>	<u>SUBJECT NAME</u>
IN-STATE ONLY			
Employee/Student/Volunteer/Independent Contractor			
23	GRANT NON-FOREIGN TRAVEL	CR	CAR RENTAL
23	GRANT NON-FOREIGN TRAVEL	LO	LODGING
23	GRANT NON-FOREIGN TRAVEL	T1	AIRFARE
23	GRANT NON-FOREIGN TRAVEL	T2	OTHER EXPENSES
Guest/Other			
23	GRANT NON-FOREIGN TRAVEL	T6	PARTICIPANT TRAVEL
OUT-OF-STATE			
Employee/Student/Volunteer/Independent Contractor			
23	GRANT NON-FOREIGN TRAVEL	T3	AIRFARE
23	GRANT NON-FOREIGN TRAVEL	T4	OTHER EXPENSES
Group			
23	GRANT NON-FOREIGN TRAVEL	T7	AIRFARE
23	GRANT NON-FOREIGN TRAVEL	T8	OTHER EXPENSES
FOREIGN TRAVEL			
Employee/Student/Volunteer/Independent Contractor			
24	GRANT FOREIGN TRAVEL	CR	CAR RENTAL
24	GRANT FOREIGN TRAVEL	LO	LODGING
24	GRANT FOREIGN TRAVEL	T5	AIRFARE
24	GRANT FOREIGN TRAVEL	T6	OTHER EXPENSES
Group			
24	GRANT FOREIGN TRAVEL	T7	AIRFARE
24	GRANT FOREIGN TRAVEL	T8	OTHER EXPENSES
IN-STATE or OUT-OF-STATE			
Employee/Student/Volunteer			
30	GENERAL OPERATIONS	26	REGISTRATION
30	GENERAL OPERATIONS	HG	GRANT HOSTING
Independent Contractor			
30	GENERAL OPERATIONS	IA	IND CONTRACTOR AIRFARE
30	GENERAL OPERATIONS	IL	IND CONTRACTOR LODGING
30	GENERAL OPERATIONS	IM	IND CONTRACTOR MEALS

APPENDIX U - COMMON TRAVEL OBJECT AND SUB-OBJECT CODES (cont.)
FOR USE ONLY BY THE THOMAS & MACK CENTER OR THE SAM BOYD STADIUM

USE WITH TMC/SBS ACCOUNTS

<u>OBJECT</u>	<u>OBJECT NAME</u>	<u>SUBJECT</u>	<u>SUBJECT NAME</u>
IN-STATE or OUT-OF-STATE			
	Employee/Student/Volunteer		
30	GENERAL OPERATIONS	26	REGISTRATION
	Employee/Student/Volunteer/Independent Contractor		
33	EVENTS CENTER OPS (EVENT)	J9	PER DIEM
33	EVENTS CENTER OPS (EVENT)	K1	ROOMS
33	EVENTS CENTER OPS (EVENT)	K3	AIRFARE
33	EVENTS CENTER OPS (EVENT)	K5	OTHER FARE
33	EVENTS CENTER OPS (EVENT)	K7	OTHER EXPENSES
33	EVENTS CENTER OPS (EVENT)	K9	MOTOR POOL
38	EVENTS CENTER OPS (NON-EVENT)	HH	HOUSE HUNTING
38	EVENTS CENTER OPS (NON-EVENT)	J9	PER DIEM
38	EVENTS CENTER OPS (NON-EVENT)	K1	ROOMS
38	EVENTS CENTER OPS (NON-EVENT)	K3	AIRFARE
38	EVENTS CENTER OPS (NON-EVENT)	K5	OTHER FARE
38	EVENTS CENTER OPS (NON-EVENT)	K7	OTHER EXPENSES
38	EVENTS CENTER OPS (NON-EVENT)	K9	MOTOR POOL
38	EVENTS CENTER OPS (NON-EVENT)	L3	JOB APPLICANT EXPENSE
	HOSTING		
33	EVENTS CENTER OPS (EVENT)	S1	FUND/FRIEND RAISING
33	EVENTS CENTER OPS (EVENT)	S2	STUDENT RECRUITMENT
33	EVENTS CENTER OPS (EVENT)	S3	EMPLOYEE RECRUITMENT
33	EVENTS CENTER OPS (EVENT)	S4	STUDENT GOVERNMENT/ACTIVITY
33	EVENTS CENTER OPS (EVENT)	S5	COMMUNITY RELATIONS
33	EVENTS CENTER OPS (EVENT)	S6	EMPLOYEE RELATIONS
33	EVENTS CENTER OPS (EVENT)	S7	EMPLOYEE DEVELOPMENT
33	EVENTS CENTER OPS (EVENT)	S8	TABLE PURCHASE – NOT DONOR PAID
33	EVENTS CENTER OPS (EVENT)	S9	TABLE PURCHASE – DONOR PAID
38	EVENTS CENTER OPS (NON-EVENT)	S1	FUND/FRIEND RAISING
38	EVENTS CENTER OPS (NON-EVENT)	S2	STUDENT RECRUITMENT
38	EVENTS CENTER OPS (NON-EVENT)	S3	EMPLOYEE RECRUITMENT
38	EVENTS CENTER OPS (NON-EVENT)	S4	STUDENT GOVERNMENT/ACTIVITY
38	EVENTS CENTER OPS (NON-EVENT)	S5	COMMUNITY RELATIONS
38	EVENTS CENTER OPS (NON-EVENT)	S6	EMPLOYEE RELATIONS
38	EVENTS CENTER OPS (NON-EVENT)	S7	EMPLOYEE DEVELOPMENT
38	EVENTS CENTER OPS (NON-EVENT)	S8	TABLE PURCHASE – NOT DONOR PAID
38	EVENTS CENTER OPS (NON-EVENT)	S9	TABLE PURCHASE – DONOR PAID

APPENDIX V - UNLV RECEIPTS POLICY

What Constitutes an Acceptable Receipt

The “rule”: An **original** receipt is required for reimbursement.

An acceptable receipt contains **all** five of the following attributes:

The vendor or business name. If not printed on the receipt, ask the vendor to stamp/print the business name on the receipt or attach his/her business card.

A description of what was purchased. If a description is not included on the receipt, attach an itemized description of the item(s) purchased. If, for example, a meeting registration was paid for and the receipt does not specify the organization’s name, date, or cost of the meeting, attach a copy of the complete meeting announcement to the payment document that states that information. If a hosted meal/event is being reimbursed, the names and affiliations of those hosted and the purpose for the meal/event needs to be included on the payment document.

The total amount paid. When purchasing an item for UNLV, ask the vendor to ring up the sale as “tax-exempt.” UNLV is exempt from paying state sales tax provided the sale is made in-state. A copy of the tax exempt certificate can be obtained by contacting Purchasing at 895-3521. If the vendor charges sales tax, the payer will be reimbursed.

The method of payment. When paid in cash, the receipt must indicate “cash.” When paid by check, include the check number, the date of the check, and the name of the bank the check was drawn on. If a credit card was used, the credit card receipt or the original vendor receipt indicating “credit card/Visa/MC/etc.” must be provided. If a credit card receipt was lost, attach a copy of the credit card statement to substantiate the transaction.

The date of the purchase.

Any receipt that does not include all of the required information is not acceptable as a receipt for reimbursement. An example of an unacceptable form of receipt is the “tear-slip” from the restaurant order form. This is the bottom portion of the waiter’s order form. If this is all the restaurant offers, request a cash register receipt for the transaction.

Should there be a power failure or for any reason a cash register receipt cannot be provided by the vendor, request the vendor complete a cash receipt which needs to include **each** of the above five attributes

APPENDIX V - UNLV RECEIPTS POLICY (cont.)

Paper clips increase the chance for a lost receipt! To ensure a receipt is not separated from the payment document, staple it to the document. If the receipt is smaller than 8 1/2" x 11", tape the receipt to an 8 1/2" x 11" piece of paper.

An original receipt is required since UNLV is "buying" that receipt from the purchaser. If the receipt is not to be totally reimbursed, the purchaser may keep the original for tax purposes. The purchaser must then submit a LEGIBLE copy of the receipt for the partial reimbursement and state on the receipt "Original Retained by Traveler - Not Previously Paid - Partial Reimbursement" and sign and date this statement. A copy of the original receipt without this explanation or an explanation why the original receipt was not provided may not be accepted by UNLV.

The traveler's receipt portion of bus, taxi, airport, railroad, airline, toll, or limousine service must be an original. If necessary to retain a copy of the receipt, it is recommended that when buying a ticket for public transportation (e.g., subway, D.C. Metro, bus, etc.) the traveler pay an extra \$.05 so that the ticket machine will return the ticket as a receipt.

Meal Tips

A tip for meal service at a restaurant up to 20 percent of the meal cost will be reimbursed. For buffet service, the maximum tip reimbursement is \$1.00 per person.

Alteration of Receipts (UNLV Travel Policy (I)(7))

If there is the appearance that a receipt was illegally tampered with, the document will be referred to the appropriate authority for action. Reimbursement and/or any other travel action will be suspended until the investigation is complete.

Lost Receipts

In the event a receipt is lost, the person who lost the receipt may submit an Affidavit of Lost Receipts (Sample Forms).

The Affidavit of Lost Receipt may not be used for a lost airline ticket receipt, a car rental receipt, or a hotel (folio) receipt. A duplicate detailed receipt needs to be obtained to receive reimbursement for these specified expenditures.

All the information requested on the Affidavit of Lost Receipt must be completed and signed by the person requesting reimbursement (not someone else signing on behalf of the person requesting reimbursement). In addition, the Affidavit of Lost Receipt form needs to be approved by the requestor's supervisor.

When completed and signed, attach the Affidavit of Lost Receipt form to the Travel Document (if travel-related) or a Payment Voucher (if not travel-related).

If there is a question on what is an acceptable receipt, call the Travel Office at 895-1156.

APPENDIX W - NON-REIMBURSABLE EXPENSES

Examples of Non-Reimbursable Expenses

- annual fees for personal charge or credit cards
- baby-sitting
- vehicle cleaning
- corporate credit card delinquency fees/finance charges/annual charges
- expenses incurred on personal side trips while on a business trip
- laundry charges for travel less than one week
- loss/theft of personal property
- mini-bar refreshments
- movies
- “no show” charges for hotel or vehicle service
- optional travel insurance for domestic travel
- parking fines or traffic fines
- passports or passport photographs
- personal clothing or hygiene items
- personal entertainment, including sports events
- personal telephone calls (not authorized by UNLV Travel Policy (III)(C)(3) and (IV)(C)(3))
- room service
- non-meal tips/gratuities
- use of prepaid phone cards and other prepaid cards

APPENDIX X - EMERGENCY TRAVEL ASSISTANCE

Diners Club

Diners Club Emergency Service (24-hour) may be used for airline tickets, lodging, and other transportation assistance only if the traveler's UNLV Diners Club Corporate Card or the TD, Sections I and II through one of the UNLV contracted travel agencies (Appendix K), was used to procure or reserve these services.

Please refer to the Diners Club Corporate Card documentation (contract, list of available services, etc.) to determine eligibility to use Diners Club Emergency Assistance for other than the services listed above.

The Diners Club Assistance Emergency Service is available at 1-800-346-3779.

UNLV Motor Pool

During normal business hours call (702) 895-3100. (A collect call will be accepted.) Follow the instructions stored in the glove box if assistance is needed after hours.

Nevada State Motor Pool in Reno

During normal business hours call (775) 688-1325 (A collect call will be accepted.)

Should the traveler have a flat tire or mechanical problem with the vehicle, follow the instructions stored in the glove box.

UNLV Travel Agencies

Refer to Appendix K.

UNLV Disbursements

For questions, concerns, suggestions, or assistance regarding the UNLV Travel Handbook, contact UNLV Disbursements, Travel Office, at (702) 895-1156, Monday through Friday from 8 a.m. until 5 p.m.

APPENDIX Y - GENERAL TRAVEL SAFETY TIPS

Personal safety is the traveler's responsibility. The following list of safety tips is non-exclusive.

Air Travel

- Always carry personal identification on your person **not** in your luggage, briefcase, etc.
- Plan to arrive at the airport at least one hour before domestic flights and two hours before international flights. To avoid having to stand in line, ask the travel agent to include boarding passes with your ticket whenever possible.
- Do not leave luggage unattended or with someone you do not know.
- Never agree to carry anything on board or in your luggage for someone else.
- Put your name and company address inside and on your luggage. For added security, use tags that conceal your name and address.
- Remove all old destination tags to avoid misdirection by baggage handlers.
- Carry all medication, important business papers, some toiletries, and a change of clothing in carry-on luggage in case the checked luggage is misplaced.

Upon Arrival at your Destination

- Leave the airport as soon as possible after deplaning.
- Beware of people claiming to be cab drivers in unmarked vehicles. Use licensed taxi or limousine services only.
- If renting a vehicle, get maps in advance or from the rental vehicle counter and clearly write out the directions from the airport to the hotel. Stop to ask for directions only in well-lit public areas. Keep the phone number of your destination with you.
- If unfamiliar with the local language, carry a card or matchbook with the hotel's name and address. This can be shown to a cab driver or police officer should you become lost.
- Be sure to carry your credit card company's telephone number in case the card is lost or stolen. Always report losses immediately.

Hotel Safety Tips

- Large, downtown hotels often offer enough amenities (restaurants, room service, entertainment, and workout facilities) that travelers will not have to leave the premises to get the services they require.
- Request a room near the elevator, where there is more frequent foot traffic.
- Check out the security features of a hotel before checking in. Does it have well-lit hallways, 24-hour front-desk service, visible security personnel and guest rooms with double-lock doors and peepholes? Hotels also should have security cameras, a card key without a room number and entrances that are locked at night.
- Don't hesitate to ask questions about security.
- In developing countries, try to reserve rooms on the third through the sixth floor of the hotel. Disturbances and burglaries are most likely to affect ground and second story levels. In some countries, fire rescue equipment does not reach above the sixth floor.
- Do not leave a sign on the hotel room door for maid service as it announces an empty room for would-be thieves.

APPENDIX Y - GENERAL TRAVEL SAFETY TIPS (cont.)

Hotel Fire Safety Tips

While major hotels are equipped with smoke alarms, sprinkler systems and emergency evacuation instructions, fire safety awareness will increase a traveler's chance of survival in the unlikely event of a hotel fire.

When staying at a hotel.....

- Check fire exits. Find the two nearest exits to your room and count the doorways so you can feel your way in the dark and smoke.
- Place your key on the nightstand and your shoes by the bed so you can find them easily.

In case of fire or smoke.....

- Put on your shoes, grab your room key, and head for the door. If there's any smoke in your room, get on your hands and knees and crawl. The fresh air you need to survive is near the floor.
- Feel the door and the knob. If they are cool, open the door and check the hall. If they are hot, do not open the door. Stay in your room and fight the fire.
- If the hallway is clear, close the door behind you and walk to the nearest exit. Never take an elevator in case of fire! Keep your room key with you in case the hallway becomes blocked and you need to return to your room.
- If the hall has smoke in it, close the door and crawl to the nearest exit. Stay against the wall so that you can count the doorways.
- When walking down the stairwell, hold the handrail to keep your balance.

If you must stay in your room to fight the fire.....

- Open your window to vent smoke. If your window doesn't open, do not break it unless absolutely necessary. You may have to close it later if smoke is outside. Never jump from the third floor or above. Chances are good that you won't survive the fall.
- Call the desk to tell them you're in your room. Hang a sheet out the window to signal firemen.
- Fill the tub with water and turn on the bathroom vent fan.
- Wet some sheets or towels and stuff cracks of your door to keep out smoke. Use your ice bucket to bail water on the door. If the walls are hot, bail water on them. Keep everything wet.
- If there is a fire outside, get everything combustible away from the window
- A wet towel tied around your nose and mouth is an effective filter if you fold it in a triangle and put the bottom corner in your mouth.
- Don't panic! Keep fighting the fire until rescue arrives.

APPENDIX Z - FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

This form and its instructions are also available on the WWW at:
http://www.irs.ustreas.gov/prod/forms_pubs/forms.html